



# WASHOE COUNTY

"Dedicated To Excellence in Public Service"

www.washoecounty.us

## STAFF REPORT

Board Meeting Date: July 12, 2016

CM/ACM \_\_\_\_\_  
Finance LC/CH  
Legal KM  
Risk Mgt. NA  
HR NA

**DATE:** June 20, 2016  
**TO:** Board of County Commissioners  
**FROM:** Shannon Hardy, Detention Operations Manager,  
(775) 328-6410 [shardy@washoecounty.us](mailto:shardy@washoecounty.us)

**THROUGH:** Chuck Allen, Sheriff

**SUBJECT:** Approve sole source funding purchase and installation of updated file servers, touchscreen computers and software for Detention Facility project at the Washoe County Sheriff's Office in the amount of [\$251,300.00] from Prism Systems. (All Commission Districts.)

### SUMMARY

The Washoe County Detention Facility has an established contract and infrastructure with Prism Systems regarding our security door control/touch screen system. Washoe County Sheriff's Office is seeking approval for sole funding purchase and installation of updated file servers, touchscreen computers and software for Detention Facility project at the Washoe County Sheriff's Office in the amount of \$251,300.00 from Prism Systems to ensure capability with existing security infrastructure.

**Washoe County Strategic Objective supported by this item:** Safe, Secure and Healthy Communities.

### PREVIOUS ACTION

The Board accepted this project as a FY 2017 CIP project # PW920209 for \$276,430.00.

### BACKGROUND

The computers that control the Detention Facility security control system, namely the touchscreen part of the system has reached the end of its usable life expectancy. The file servers are running the Microsoft Server 2008 operating system which is no longer supported by Microsoft. The computers are running the Microsoft XP operating system

AGENDA ITEM # 10

and have already been made obsolete by Microsoft and no longer support XP. The price of \$251,300.00 will provide the replacement of 11 file servers and 25 touchscreens in the Sheriff's Office Detention Facility and Court Control. These servers and touchscreens are compatible with our existing security system.

**FISCAL IMPACT:**

The cost of the replacement of the servers and software for this project is \$251,300.00. This was approved by board as a Capital Improvement Project and has been funded under project number PW920209 for \$276,430.00.

**RECOMMENDATION:**

It is recommended that the Board of County Commissioners approve sole source funding purchase and installation of updated file servers, touchscreen computers and software for Detention Facility project at the Washoe County Sheriff's Office in the amount of [\$251,300.00] from Prism Systems.

**POSSIBLE MOTION:**

Should the Board with staff's recommendation, a possible motion would be: Move to approve sole source funding purchase and installation of updated file servers, touchscreen computers and software for Detention Facility project at the Washoe County Sheriff's Office in the amount of [\$251,300.00] from Prism Systems.

**WASHOE COUNTY  
SOLE SOURCE PURCHASE REQUEST FORM**

**This form must accompany a purchase requisition when sole source approval is requested for equipment, supplies or services exceeding \$25,000.**

DEPARTMENT Sheriff's Office LOCATION 911 Parr Blvd, Reno, NV

REQUESTOR'S NAME Shannon Hardy TELEPHONE # 775-325-6410

REQUISITION NUMBER TBD DATE 6/20/16

RECOMMENDED SOLE SOURCE SUPPLIER Prism Systems

DESCRIPTION OF GOOD OR SERVICE REQUESTED -

Provide and install 10 file servers, 21 touchscreen computers and software throughout the detention facility per Quote 185. Provide and install 1 server and 4 touchscreens and software in Court Control located at the Reno Justice court house per Quote 210.

I have read and understand the Policies and Procedures of the Board of County Commissioners with regard to sole source procurements. I understand that competition is the preeminent consideration in the expenditure of County funds, and I acknowledge the County's commitment to the principle of fairness to any vendor who would like to do business with the County. After observing these principles and considerations, I hereby submit that the goods, services, and/or vendor specified in the accompanying requisition fit the County's sole source criteria for the following reasons: Please provide sufficient detail to clearly identify the reason(s) for this sole source procurement request. Attach additional information if necessary.

( ) 1. The product is unique in design and/or features that are required for a specific application. List the unique features and explain why they are needed for the application the product will be used for.

(X) 2. The product being purchased must be compatible with existing equipment. Identify the existing equipment.

The Washoe County Detention Facility has an established contract and infrastructure with Prism Systems regarding our security door control/touch screen system. Installation of the servers and touchscreens require integration into the current programming and touch screen systems that are currently provided and maintained by Prism.

( X ) 3. The product requested is one which the user has had specialized training for. Identify who the user of this product will be and provide a description of the previous training.

Washoe County IT has been field trained in this specific product which is used throughout the Washoe County Sheriff's Office Detention facility to include Court Control. Training would consist of trouble shooting, replacement and maintenance.

( ) 4. The product or service is available only from the manufacturer or their authorized representative. Identify the manufacturer or authorized representative, and provide telephone number and address information.

( ) 5. Consultants/Subcontractors: The individual/company is the most suitable to provide the service requested and the selection process is based on the following:

( ) There is evidence that the assistance to be provided is essential and cannot be provided by persons receiving salary support within Washoe County.

( ) A selection process was utilized to select the most qualified person.

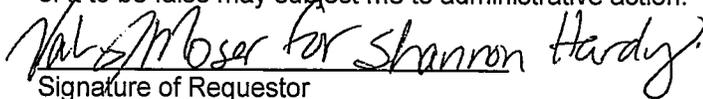
( ) The consulting charges are appropriate considering the qualifications of the consultant or company based on past experience and the nature of the work to be performed.

( ) 6. Other: Please explain the specific circumstances and/or requirements that warrant the goods or services request to be procured from a sole source.

(X) 7. The following provides justification as to reasonableness of price:

The computers that control the Detention Facility security control system, namely the touchscreen part of the system has reached the end of their usable life expectancy. The file servers are running the Microsoft Server 2008 operating system which is no longer supported by Microsoft. The computers are running the Microsoft XP operating system and have already been made obsolete by Microsoft and they no longer support XP. The price of \$251,300.00 will provide the replacement of 11 file servers and 25 touchscreens in the Sheriff's Office Detention Facility and Court Control. These servers and touchscreens are compatible with our existing security system.

I understand that I may be required to justify this sole source procurement before the appropriate authority, including the Board of County Commissioners, and that my signing this document knowing any of it to be false may subject me to administrative action.

  
Signature of Requestor

  
Department Head Approval

I, \_\_\_\_\_, authorized Buyer, recommend the following:

( ) Sole source justification is adequate and purchase is authorized without competitive bidding.

( ) Sole source justification is inadequate and requisition is returned to department for additional justification, instructions on whether to seek competitive bids for the goods or services requested, or to withdraw the order.

\_\_\_\_\_  
Buyer

\_\_\_\_\_  
Purchasing & Contracts  
Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

6  
2